

Approved by: Wayne A. Duvall
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1.0 PURPOSE

- 1.1 The purpose of this document is to assure that the Silver Bluff Fire Department has an accountability system in place and that all members understand the departmental Accountability System while operating at an emergency incident or at training sessions.
- 1.2 To provide an accountability system to minimize risk to fire fighters while at an emergency incident or at training evolutions.

2.0 DEFINITIONS

Accountability System – A mechanism employed by the SBFD to track the safety, location, and well being of each person on the emergency scene. This system will allow for a rapid role call as well as a tracking device of assets and resources to facilitate the Incident Command.

Firefighter – A member of the SBFD, qualified and approved by the SBFD to respond to and extinguish fires.

Incident Commander (IC) – That person who has assumed and is recognized by personnel as having scene control and responsibility.

PASS – Personal Accountability Safety System

PASS key – A lock-out key to activate and deactivate a PASS device.

Silver Bluff Fire Department (SBFD) – The incorporated entity providing emergency services within the Silver Bluff Fire Protection District

3.0 POLICY

- Each person on the emergency scene has the responsibility of identifying oneself to the IC and/or appropriate ICS level officer for the purposes of establishing accountability.
- The IC or the SBFD officer in charge will collect accountability badges and track the location for each firefighter under his/her responsibility.
- Free-lancing outside the ICS and Accountability System will not be tolerated.

4.0 PROCEDURE

4.1 Responsibilities

- 4.1.1 All personnel responding to emergency incidents will follow and abide by the accountability system.
- 4.1.2 The Incident commander or company officer will be responsible for the overall accountability of personnel operating at the incident.
- 4.1.3 The Incident commander or company officer will initiate accountability SOP at the beginning of operations and will maintain that system throughout the operation and until all personnel are accounted.
- 4.1.4 The SBFD will establish, document, and maintain an accountability system.

4.2 Accountability System

- 4.2.1 The Sbfd provides all personnel responding to an emergency event a PASS device for safety. The lockout key for the PASS has the firefighter's name and identification number. The lockout key provides the accountability identification for Sbfd personnel.
- 4.2.2 All personnel entering a Sbfd emergency scene will remove the PASS key, activating the system and present the key to the IC or designated person for accountability.
- 4.2.3 Sbfd personnel responding to a mutual aid call will present the PASS key to the IC or designated person for accountability. Where possible, the Sbfd officer will collect the Sbfd personnel PASS keys and present them to the IC as a company.
- 4.2.4 The IC or designated accountability person will place the PASS key's on the number one pumper or at the command post.
- 4.2.5 Personnel leaving the emergency scene will check-out with the IC or the designated accountability person and retrieve the PASS key. The PASS key is necessary to disable the PASS.

4.3 Training

- 4.3.1 The Sbfd will provide training in the use of the accountability system for all members.
- 4.3.2 All department members will participate in training using the department's accountability system.
- 4.3.3 The PASS accountability system will be used on all training evolutions, to account for Sbfd personnel during and at the conclusion of the training exercises.

4.4 Interior Attack

- 4.4.1 The IC or the designated officer over interior attack will establish accountability of all personnel entering and leaving a structure during emergency operations.
- 4.4.2 The fire fighter will establish their presence with the IC and/or the accountability officer prior to entering and upon exiting a burning structure.
- 4.4.3 Firefighters entering a burning structure will operate using a buddy system, with each person watching out for and being accountable for their partner.

4.5 Personal Accountability Report (PAR)

- 4.5.1 Extended operations or incidents with multiple entrant teams the IC or responsible officer will conduct a periodic PAR, to account for the presence and where about of all personnel on the fireground.
- 4.5.2 The IC or responsible officer will document the results of each PAR.
- 4.5.3 The fire fighters are responsible to respond to a call for a PAR
- 4.5.4 If a PAR identifies a deficiency or missing person, all personnel will cease fireground activities and evacuate to the command post to identify the missing personnel and for formulate a search and rescue operation.
 - This PAR response will be performed in such a manner as to not increase risk to fireground personnel.
 - If essential fire suppression activities are underway, the withdrawal will be to hold the situation, while communicating situation with IC or responsible officer.

CHANGE RECORD

<u>Revision</u>	<u>Date</u>	<u>Responsible Person</u>	<u>Description of Change</u>
Rev. 0	08/06/03	Scott McMullin	Initial issue of procedure